

UNIVERSITY OF MADRAS

APPENDIX-I

Procedure and Guidelines for admission to Masters Degree/M.Phil/P.G. Diploma/Diploma/Certificate Programmes offered in the University Departments under CBCS regulations for the Academic Year 2013-2014.

The following is the schedule prescribed for admission of students to P.G. Programmes for the academic year 2013-2014.

a. Last date for receipt of filled in applications	
i) for PG/M.Phil Programmes	- 20-06-2013
ii) for MBA & MCA Programmes	- 31-05-2013
iii) for MD Programmes	- 12-04-2013
iv) for PG Diploma/Diploma/ Certificate Programmes	- 29-07-2013
b. Forwarding of Call letters with the Syllabus and Model Question Paper to the Students	- 10-06-2013 onwards
c. Counseling for the Programmes for which Entrance Examination is not required	- 17.06.2013 to 26.06.2013
d. Entrance Examination to be conducted by respective Departments	- 25.06.2013 to 05.07.2013 [Tentative Dates)
e. Last date for receipt of Final year / Final Semester Marks from the applicants	- 10 days after the publication of undergraduate results of the University of Madras.
f. Closing of Admission to P.G.Programmes	- 22-07-2013
g. Commencement of First Semester Classes	- 29-07-2013

The process of selection involving scrutiny of applications, conduct of Entrance Examinations, preparation of Merit list, and of selection/waiting list shall be completed within the time schedule.

Departmental Committee:

Each Department shall have a Departmental Committee for selection of candidates for admission. Where the strength of faculty members in the Department is less than 5, it is desirable to have all the members in the Committee. If it is 6 or more, then the Departmental Committee may be confined to 3 [three]. It may normally consist of a minimum of three members, one of whom is the Head of the Department and the other a lady faculty

member and the third a member of the SC/ST. The Composition of the Committee shall be intimated to the Registrar. If it is two or one, then the Head of the Department may co-opt required number of faculty members from other Departments of the School[s] / University under intimation to the office of the Dean [Admission].

Eligibility:

The eligibility and other conditions prescribed for admission under the regulations in respect of various P.G. courses shall be strictly followed.

Years of Study:

While scrutinizing the applications, special care shall be taken to ensure that the candidates have passed the degree course under 10+2+3 or 11+2+2 or 11+1+3 pattern with a total of 15 years of study.

Recognition:

The Heads of Departments should inform the candidates, who require recognition of the qualifying examinations passed by them in other Universities or Bodies to produce an eligibility certificate obtained from the Registrar, University of Madras and they should not admit the candidates, "without getting their" eligibility certificates.

Foreign Nationals:

[a] The Tamil Nadu Government has lifted the ban on admission of Srilankan Students with Regular Passport and Visa and the Srilankan Tamil Refugee students to study in Colleges/University Courses including Professional Courses with immediate effect [Vide G.O.2D No.126 dated 25.6.1996].

All Foreign Nationals seeking admission should possess valid Visa issued by the Government of India.

Eligibility and VISA procedures etc. for foreign students will be handled by the Director, UCIR – University centre for International Relations.

Candidates belonging to SAARC countries are entitled to 40% concession on Tuition Fee only.

Sri Lankan Tamil students and Tibetan refugees are eligible to pay Tuition and other course fees on par with the Indian students for all the PG/M.Phil Programmes offered in the University Departments under CBCS Regulations. Sri Lankan Tamil and Tibetan refugees would pay Tuition fee be collected on par with the Indian Students.

Reservation on Social Status:

The rules of reservation on social status prescribed by the Government of Tamil Nadu shall be followed strictly in admitting students, viz., GT 31%, BC 30% (Muslim – 3.5% of 30%), MBC & DNC 20%, SC 18% (For Arunthathiyars, as per GO 112 & 113, dt. 29.04.2009 and ST 1%) Candidates except those belonging to SC and ST, from States other than Tamil Nadu shall be considered only under General Turn. For ST candidates regardless of the number of seats, one seat may be allotted, if there is any eligible applicant.

The following percentage of allocation be made to the specified categories in the overall seats, totaling 3,585. The same will be filled up by the Committee constituted for this purpose.

1. Differently Abled - 3% (in the allocation of seats distribution shall be 1% for Blind + 1% for Hearing Impaired + 1% for Orthopeadically Handicapped) -- 105 Nos.

Certificate issued by the Department of Rehabilitation, Government of Tamil Nadu only shall be considered.

2. Sports Persons - 2% -- 70 Nos.

The following Categories alone may be considered under Sports Quota :-

- [1] Winners of the games at the International Level or a Member of the National Team;
- [2] National Championship as a Member of the State/Regional/Combined University Team;
- [3] Winners at Inter-University Level Tournament as Members of the University Team;
- [4] Winners at National Sports Festival for Women;
- [5] Representation in Inter-University Tournament for TWO Consecutive years immediately preceding the year to which admission is sought; and
- [6] Certificate issued by the Sports Development Authority of Tamil Nadu.

NOTE 1 : College Level Competition/Certificates need not be considered.

NOTE 2 : For Courses namely MBA, MCA there is no quota for Sports Persons [2%] under Specified Category [Vide G.O.Ms. No. 422 EST dated 2.6.1995].

2. Wards of Ex-servicemen / Tamil students of Andaman and Nicobar Islands 3 (Three) seats for the entire University

Necessary documentary evidence to be produced.

Priority of admission shall be given for Ex-Service/ Serving Armed Force personnel as follows:-

- | | |
|----------------|---|
| Priority – I | : Widows/wards of Defence personnel killed in action. |
| Priority –II | : Wards of serving personnel and ex-Servicemen disabled in action |
| Priority – III | : Widows/Wards of defence personnel who died in peace time with death attributable to military service. |

- Priority – IV : Wards of Defence personnel disabled in peace time with disability attributable to military service.
- Priority – V : Wards of ex-Servicemen personnel and serving personnel who are in receipt of Gallantry Awards: -
(1) Param Vir Chakra (2) Ashok Chakra (3) Sarvottam Yudh Seva Medal (4) Maha Vir Chakra (5) Kirti Chakra (6) Uttam Yudh Seva Medal (7) Vir Chakra (8) Shaurya Chakra (9) Yudh Seva Medal (10) Sena, Nau Sena, Vayusena Medal (11) Mention-in-Despatches
- Priority – VI : Wards of ex-Servicemen
- Priority – VII : Wards of serving personnel.

In finalizing admission to the various courses, the departments shall adopt the following procedure.

- a. In case of courses for which there are no applicants belonging to any of the Specified categories, the Departmental selection committee shall recommend candidates for 100% of available seats following the prescribed rules of reservation and admission procedures. A note to the effect that there are no applicants belonging to the specified categories be included in the Minutes of the meeting of the Departmental Selection Committee along with the list of candidates recommended for admission
- b. For courses with applicants belonging to one or more of the Specified categories, the Departmental Selection Committee shall:
 - Prepare a list of eligible candidates under each of the specified categories under the three broad groups – GT, BC/MBC, and SC/ST.
 - Keep one seat vacant in each of the groups (GT, BC/MBC, and SC/ST) in which there are eligible applicants belonging to the specified categories. Candidates for the remaining seats shall be recommended by the Departmental selection committee

Illustrations:

- i. If there is no applicant belonging to SC/ST group coming under the specified categories, there will be no need to keep any seat vacant under SC/ST group; The departmental selection committee shall recommend eligible SC/ST candidates for all the seats available for the course under the SC/ ST category.
- ii. If there are 9 seats in a course for BC/MBC group and one or more of the BC/MBC applicants seeking admission to the course belonging to any of the specified categories, the Departmental Selection Committee shall recommend candidates only for '8' seats under the BC/MBC group and keep one seat vacant to be filled up by the University with the eligible candidate belonging to the specified category

- Applications of all those eligible candidates belonging to the specified categories shall be forwarded to the University along with marks obtained in the qualifying examinations and Entrance test (50%+50%) soon after the qualifying examination marks are received or as soon as the entrance test is over, whichever is later.
- A Committee consisting of – Dean, Admission / Dean, Academic / Dean, Students / Campus Directors / Registrar will meet on to finalize admission of candidates belonging to the Specified categories and inform the Heads of departments concerned. The date and time of the meeting will be informed in due course.
- Admission to SPECIFIED CATEGORY of students is within the sanctioned strength. Specific number of seats may be set aside for admitting the above said category students in the respective branches of the programmes offered by the University Departments.

15% Supernumerary seats shall be provided for all categories of Foreign Students in each of the departments in the University for admission into PG programmes as per Syndicate resolution dated 08-02-2002, based on the directives of the UGC in its Lr. No. F- 1- 30 / 94 [CPP- II], dated 13-10- 2000.

2 Supernumerary seats shall be provided for applicants belonging to Jammu & Kashmir in all the PG programs.

For Self-supportive Programmes: The vacant seat under SC/ST category may be filled with candidates belonging to MBC/BC/GT in that order following the rules governing reservation.

Entrance Examination:

The HOD, after receipt of all filled in Applications will scrutinize the applications and send the Hall Ticket, Syllabus and Model Question Paper to the candidates clearly indicating the Date, Time and Venue for the Entrance Examination.

The candidate has to take the Entrance Examination in the subject for which admission is sought. The candidates who have applied for an Inter-disciplinary course will have to take entrance examination in the subject in which they have qualified for the Bachelor's Degree.

The Heads of the Departments with the help of the Departmental Committee, shall set and prepare the required number of question papers for the conduct of the Entrance Examinations.

If the number of applications received is either equal to or less than the number of sanctioned strength, then conduct of entrance examination is not mandatory.

Entrance Examination for Post Graduate courses under CHOICE BASED CREDIT SYSTEM, shall be for 50% marks. The remaining 50% marks will be based on marks obtained in the qualifying examination of the applicant. The

marks allotted for the entrance examination may be further divided into 40 marks for entrance test and 10 marks for Viva or 50 marks for entrance test alone and the respective Departmental Committee shall decide on it. In the case of Undergraduate candidates of University of Madras including those from autonomous colleges of this University both Internal and External marks have to be taken into consideration. In the case of candidates from other Universities, the marks secured by them in the External Examination alone have to be taken into consideration.

For candidates with distinction in NCC (A or B or C certificate) 10 marks shall be added to the total marks obtained in the subject component of the qualifying examination. The merit list shall be prepared based on marks obtained in the qualifying examinations and Entrance Examinations put together and admission shall be made as per usual procedures (following the rules of reservation). Entrance Examination shall be of TWO HOUR duration with OBJECTIVE TYPE questions for a maximum of 100 marks. Language departments may use their discretion in setting question paper according to their needs. However, all applicants must be informed about the pattern of question paper. Valuation of Entrance Examination Papers may be done by the respective department.

Working Expenses for Entrance Examination:

The Heads of departments may meet the expenditure viz. cost of stationery, printing of question paper etc. for the conduct of Entrance Examinations from the working expenses of their respective departments. No advance will be paid separately.

Admission Process:

The sanctioned strength for Admission to M.A., M.Com. and M.Sc. Programmes in the Departments of the University, are given in the Annexure.

The Departmental Committee shall recommend candidates for admission under all categories except specified categories following Government Order in this regard, i.e. GT 31%, BC 30% (Muslim 3.5% of 30%), MBC&DNC 20%, SC 18% (For Arunthathiyars, as per GO 112 & 113, dt. 29.04.2009) and ST 1%. As regards the seats under Specified Categories, the list of candidates with overall ranking shall be forwarded to the office of the Dean – Admission.

Separate merit list shall be drawn for each category i.e., for General Turn, Backward Classes, Most Backward & De-notified Communities, Scheduled Castes and Scheduled Tribes.

First, the GT category shall be filled up, indicating under the title, SELECTION UNDER GT, marking against the names of selected candidates GT, BC, etc. Only thereafter, the BC, MBC&DNC, SC, ST categories of selection list shall be prepared along with a Waiting list of equal number of candidates under each category of GT, BC, MBC & DNC, SC and ST.

Even if a BC/MBC & DNC/SC/ST candidate is selected under his/her category respectively, still his/her name shall be kept in the GT Waiting List if according to merit of marks they qualify for such GT Waiting list.

[a] The particulars of candidates finally recommended for selection and those under waiting list may be furnished in the tabular form as given below:

- [1] List of all candidates who have applied for the course clearly furnishing name of the degree and University from which qualified and the community.
- [2] List of candidates who appeared for the Entrance Examination with Absentees
- [3] Overall merit list with break up of marks in the qualifying examination and marks obtained in the Entrance examination.
- [4] Selection List under GT, BC, MBC&DNC, SC, ST
- [5] Waiting List under GT, BC, MBC&DNC, SC, ST
- [6] List of candidates under Specified Categories

[b] All the members of the Departmental Committee shall sign on each page of the list of candidates recommended for selection and also the waiting list.

[c] Two copies of the above lists must be sent to the Dean Admission.

[d] The Heads of the Departments shall display the Selection / Waiting List in the Department Notice Board.

[e] The Heads of the Departments shall strictly follow the selection process to avoid litigation with regard to admissions.

[f] The Head of the Department and other members of the Departmental Committee shall take full responsibility for admission of candidates, to the programmes and for filling up of vacancies, if any.

Vacancies:

If a candidate does not turn up on the last date prescribed for payment of fees, or if the fee is not paid before the prescribed date, his/her selection will stand automatically cancelled without further notice. Such vacancies may be filled-up from the approved waiting list in the order of merit in the respective category. If MBC & DNC candidates are not available, such vacancies may be filled with BC, ST, SC and GT candidates in that order. If BC candidates are not available, such vacancies may be filled with MBC & DNC, ST, SC and GT candidates in that order. [The reserved seats for SC/STs at 18% and 1% respectively shall be filled with SC and ST candidates only and not with others; if there is no waiting list from SC/ST candidates, these seats must be kept vacant.]

Remittance of Fees:

The fees shall be paid by the students, after obtaining the permission from the Head of the Department concerned. In the case of students withdrawing after admission, the fee will not be refunded by the University under any circumstances. The fees shall be paid by the students in the form of DEMAND DRAFT, duly crossed, obtained from any Scheduled Bank and drawn in favour of the REGISTRAR, UNIVERSITY OF MADRAS. The fees shall be collected in three separate Demand Drafts: [I] exclusively for Caution Deposit and [II] Tuition and all other fees [III] students safety insurance fees put together. NO CASH shall be collected.

ANNEXURE
SANCTIONED STRENGTH 2013-2014

The University Departments of Study and Research have been constituted into various schools. The Schools of the University of Madras with sanctioned Students Strength are as follows; besides 15% supernumerary seats shall be made available for Foreign Nationals, 2 Supernumerary seats for Jammu & Kashmir candidates and one extra seat shall be provided to each course/department for the poorest student under 'Madras University Free Education Scheme'.

SCHOOLS WITH COURSES	DEPARTMENT	Strength
SCHOOL OF HISTORICAL STUDIES		
M.A. Ancient History & Archaeology	Ancient History & Archaeology	60
M.A. Historical Studies	Indian History	60
SCHOOL OF SOCIAL SCIENCES		
M.A. Anthropology	Anthropology	60
M.A. Criminology & Criminal Justice Administration	Criminology	60
M.Sc. Cyber Forensics and Information Security		20
M.Ed. (General) & (Self Supportive) [One year]	Education	35
M.A. Lifelong Learning	Lifelong Learning	60
M.A. Human Resource Management		60
M.A. Sociology	Sociology	60
M.Sc. HRD Psychology (R & SS)	Psychology	35
SCHOOL OF POLITICAL AND INTERNATIONAL STUDIES		
M.A. Political Science	Politics & Public Administration	60
M.A. Public Administration		60
M.A. International Relations		60
M.A. Public Administration (Tamil Medium)	Anna Centre for Public Affairs	60
M.A. Public Affairs		60
M.A. Post Modern Development Administration (5 Year Integrated Course)		60
M.A. South and South East Asian Studies	South and South East Asian Studies	60
M.A. Defence & Strategic Studies	Defence & Strategic Studies	60
M.L. International Law and Organization	Legal Studies	60
M L Constitutional Law and Legal Order		60
SCHOOL OF ECONOMICS		
M.A. Indian Economics	Economics	60
M.A. Econometrics	Econometrics	60
M.A. Financial Economics		60

SCHOOL OF PHILOSOPHY AND RELIGIOUS THOUGHT		
M.A. Indian Philosophy	Philosophy	60
M.A. Saiva Siddhantha	Saiva Siddhantha	60
M.A. Saiva Siddhanta, Saiva Agamas....		60
M.A. Vaishnavism	Vaishnavism	60
M A Divyaprabandham		60
M.A. Jainology	Jainology	60
M.A. Christian Studies	Christian Studies	60
M.A. Christian Scriptures		60
M.A. Islamic Studies	JBAS Centre for Islamic Studies	60
SCHOOL OF FINE AND PERFORMING ARTS		
M.A. Indian Music	Indian Music	60
M.A. Bharathanatyam(Self-supportive)		60
M.A. Folk Music		60
M.A. Rhythmology		60
SCHOOL OF ENGLISH AND FOREIGN LANGUAGES		
M.A. English	English	60
M.A. French	French	60
SCHOOL OF TAMIL AND OTHER DRAVIDIAN LANGUAGES		
M.A. Tamil Literature & Culture	Tamil Literature	60
M.A. Tamil Studies	Tamil Language	60
M.A.Telugu	Telugu	60
M.A. Malayalam	Malayalam	60
M.A. Kannada	Kannada	60
SCHOOL OF SANSKRIT AND OTHER INDIAN LANGUAGES		
M.A. Applied Sanskrit	Sanskrit	60
M.A. Sanskrit	Sanskrit	60
M.A. Hindi	Hindi	60
M.A. Arabic	Arabic, Persian & Urdu	60
M.A. Urdu	Arabic, Persian & Urdu	60
SCHOOL OF MANAGEMENT STUDIES		
M.Com. International Business & Finance	Commerce	60
M.B.A. (Regular & Self-supportive)	Management Studies	100
SCHOOL OF INFORMATION AND COMMUNICATION STUDIES		
M.Sc. Library & Information Science	Library & Information Science	20
M.A. Journalism & Communication	Journalism & Communication	60
M.J. Degree Course in Online Media		20
SCHOOL OF MATHEMATICS, STATISTICS AND COMPUTER SCIENCE		
M.Sc. Mathematics (R & SS)	RIAS in Mathematics	40
M.Sc. Statistics	Statistics	20
M.Sc. Actuarial Science (SS)		20
M.C.A.	Computer Science	60

SCHOOL OF EARTH AND ATMOSPHERIC SCIENCES		
M.Sc. Applied Geography	Geography	20
M.Tech. Geoinformatics		20
M.Sc. Geology	Geology	20
M.Sc. Applied Geology	Applied Geology	20
SCHOOL OF CHEMICAL SCIENCES		
M.Sc. Analytical Chemistry	Analytical Chemistry	20
M.Sc. Inorganic Chemistry	Inorganic Chemistry	20
M.Sc. Organic Chemistry	Organic Chemistry	20
M.Sc. Physical Chemistry	Physical Chemistry	20
M.Sc. Polymer Chemistry	Polymer Science	20
M.Sc. Energy & Materials Science	Energy	20
SCHOOL OF PHYSICAL SCIENCES		
M.Sc. Biophysics	CAS in Crystallography & Biophysics	20
M.Sc. Physics	Nuclear Physics	20
M.Sc. Electronics Science		20
M.Sc. Physics	Theoretical Physics	20
SCHOOL OF LIFE SCIENCES		
M.Sc. Applied Plant Science	CAS in Botany	20
M.Sc. Industrial Microbiology	CAS in Botany	20
M.Sc. Zoology [Special]	Zoology	20
M.Sc. Advanced Biochemistry	Biochemistry	20
M.Sc. Bio-informatics(Self-supportive)		20
M.Sc. Biotechnology (R & SS)	Biotechnology	20
SCHOOL OF BASIC MEDICAL SCIENCES		
M.Sc. Medical Biochemistry	Medical Biochemistry	20
M.Sc. Biomedical Genetics	Genetics	20
M.Sc. Molecular Biology (SS)	Genetics	20
M.Sc. Toxicology	Pharmacology and E.T.	20
M.Sc. M.S. Neuroscience (SS)	Anatomy	20
M.Sc. Anatomy	Anatomy	09
M.Sc. Medical Microbiology	Microbiology	20
M.Sc. Physiology	Physiology	09
SCHOOL OF NANO SCIENCE AND PHOTONICS		
M.Sc. Nano Science & Nanotechnology	Centre for Nanoscience Nanotechnology & Nanotechnology	20
M.Sc. Photonics and Biophotonics	National Centre for Ultrafast Processes	20
M.Sc. Yoga	Physical Education & Sports	20

Distribution of seats as per Communal Reservation

Total Number of Seats	GT 31%	BC * 30 %	MBC 20%	SC ** 18%	ST 1%	Total For 100%
60	18	18	12	11	1	60
50	15	15	10	9	1	50
40	12	12	8	7	1	40
30	9	9	6	5	1	30
25	8	7	5	4	1	25
20	6	6	4	3	1	20
15	5	4	3	2	1	15
10	3	3	2	1	1	10
08	2	2	2	1	1	08
05	2	1	1	1	-	5
04	1	1	1	1	-	4

Note: * BC – 30% includes Muslim – 3.5% -

** Reservation for Arunthathiyars under SC Category (18%) as per G.O. 112 and 113, dated 29.04.2009 of Government of Tamil Nadu.

DIFFERENTLY ABLED STUDENTS

Full Fee exemption will be given including Examination Fees for the Differently Abled Students in PG and M.Phil Programmes in the University Departments of Study and Research.

As per the direction of the Ministry of Human Resource Management, Department of Higher Education, Government of India, the concession for the wards of Kashmiri Migrants for admission to various courses offered in the University Departments was extended for the academic session 2013-2014 also.

MADRAS UNIVERSITY FREE EDUCATION SCHEME

The Syndicate at its meeting held on 19th October 2009 has considered complete fee waiver for one poorest student among students whose parental annual income is less than Rs. 72,000/- in each programme in the University Departments. In the event of not getting the required number of students the Syndicate has approved the ceiling of the annual income be increased from Rs. 72,000 to 2,00,000/-

In this connection, a Selection Committee on 03.11.2009 with the Vice-Chancellor as its Chairman and Registrar as Convener and five other members has prepared the Proforma and Guidelines for availing the Madras University Free Education Scheme, which is furnished here-under: -

GUIDELINES FOR AVAILING MADRAS UNIVERSITY FREE EDUCATION SCHEME

- 1) A poor student can be identified by the following criteria:
 - a. orphans
 - b. wards of coolies, agricultural/industrial and other manual labourers
 - c. destitutes
 - d. widows
 - e. dependents of the widows
 - f. wards of parent below the poverty line (family income less than Rs.2,00,000/- per annum)
 - g. children of victims and studying
 - h. students working and studying
 - i. first generation learner
 - j. Tamil refugees
- 2) After identifying the poor students by the above criteria, marks in their qualifying examinations may be taken as the basis for selecting the beneficiaries under the scheme.
- 3) The guidelines be displayed on the notice board. Within 10 days from the receipt of the letter, the beneficiaries be identified by the Department and the enclosed proforma be filled in and submitted to the University.
- 4) Preference will be given for the single girl child and girl student.
- 5) Proof of Documentary Evidence to be enclosed:
 - i) Income Certificate from the Revenue department of the Government of Tamil Nadu.
 - ii) Ration Card
 - iii) Any other supportive documents.

The Syndicate at its meeting held on 17th December 2009 resolved further that the candidate selected for Free Education Scheme be eligible for renewal of financial assistance under the said scheme till the completion of his/her course, provided he/she passes all the papers in the first and single attempt.

The Syndicate also resolved that one extra seat be provided in each University Department of Study and Research from the academic year 2011-2012 over and above the sanctioned strength to accommodate such candidate selected under the Madras University Free Education Scheme.

UNIVERSITY OF MADRAS

Procedure and Guidelines for admission to M.Phil. Programmes in the University Departments under CBCS for the Academic Year 2013-2014.

The following is the schedule prescribed for admission of students to M.PHIL. Programmes for the academic year 2013-2014.

- | | |
|---|--|
| a. Last date for receipt of filled in applications | : 20-06-2013 |
| b. Entrance Examination to be conducted by respective Departments / Schools: | : 25.06.2013 to
05.07.2013
[Tentative Date) |
| c. Last date for receipt of Final Semester/
Final Year marks from the applicants | : 10 days after the
Publication of Post-
graduate results of
the Univ. of Madras. |
| d. Commencement of First Semester Classes | : 01-08-2013 |

The process of selection involving scrutiny of applications, conduct of Entrance Examinations, preparation of merit list, and of selection/waiting list shall be completed within the time schedule.

Departmental Committee:

Each Department shall have a Departmental Committee for selection of candidates for admission to the M.Phil Programmes. Where the strength of faculty members in the Department is less than 5, it is desirable to have all the faculty members in the Committee.

If it is 6 or more, then the Departmental Committee may be confined to 3 [three]. It may normally consist of Head of the Department [Professor], the senior Reader and the senior Lecturer. If it is two or one, then the Head of the Department may co-opt required number of faculty members from other Departments of the School[s] / University Departments with the approval of the Dean [Admission].

Eligibility: The eligibility and other conditions for admission prescribed under the regulations in respect of various M.Phil courses shall be strictly followed.

Minimum Marks: The minimum marks for admission to Full-time M.Phil Programmes shall be 50% for the candidates who have qualified for the Master's Degree prior to 1.1.1991 and 55% for the candidates who have qualified for the Master's Degree on or after 1.1.1991. Marks obtained by the candidate from 54% to 54.9% should not be rounded to 55%. For the candidates belonging to SC/ST Community, Physically disabled and those who have qualified for the master's Degree on or before 1.1.1991, a concession of 5% of marks will be given in the minimum eligibility marks prescribed.

Years of Study: While scrutinizing the M.Phil. Applications, special care shall be taken to ensure that the candidates have passed the P.G. Degree course under 10+2+3+2 or 11+1+3+2 pattern with a total of 17 years of study.

Recognition: The Heads of Departments should inform the candidates, who require recognition of the qualifying examinations passed by them at other Universities or Bodies to produce an eligibility certificate obtained from the Registrar, University of Madras and they should not admit the candidates without getting their eligibility certificates.

Foreign Nationals: [a] The Tamil Nadu Government has lifted the ban on admission of Srilankan Students with Regular Passport and Visa and the Srilankan Tamil Refugee students to study in Colleges/University Courses including Professional Courses with immediate effect [Vide G.O.2D No.126 dated 25.6.1996]. [b] The conditions for admission of other foreign nationals for general courses in the University Departments are as follows: [i] they should possess student's visa; [ii] 'No objection certificate' from the Government of India is not required for admission.

Eligibility and VISA procedures etc. for foreign students will be handled by the Director, UCIR – University Centre for International Relations.

RESERVATION ON SOCIAL STATUS: The rules of reservation on social status prescribed by the Government of Tamil Nadu shall be followed strictly in admitting students, viz., GT 31%, BC 30% (Muslin 3.5% of 30%), MBC & DNC 20%, SC 18% (For Arunthathiyars, as per GO 112 & 113, dt. 29.04.2009) and ST 1%. Candidates except those belonging to SC and ST from States other than Tamil Nadu shall be considered only under General Turn. For ST candidates regardless of the number of seats one seat may be made available, if there is any eligible applicant.

Reservation for Specified Categories :

The following percentage of allocation is made to the specified categories in the overall seats. The same will be filled up by the Committee constituted for this purpose.

Differently Abled Students - 3% (in the allocation of seats providing candidates are available the distribution shall be 1% for Blind + 1% for Hearing Impaired + 1% for Orthopeadically Handicapped)

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ENTRANCE EXAMINATION:

The HOD, after receipt of all filled in Applications will scrutinize the applications and send the Hall Ticket to the candidates clearly indicating the Date, Time and Venue for the Entrance Examination.

The candidate has to take the Entrance Examination in the subject for which admission is sought. The candidates who have applied for an Inter-disciplinary course will have to take entrance examination in the subject in which they have qualified for the Master's Degree.

The Heads of the Departments with the help of the Departmental Committee, shall set and prepare the required number of question papers for the conduct of the Entrance Examinations.

The Entrance Examination shall be conducted by the concerned Head of the Department as per the Schedule prescribed and the admission list shall be sent to the Dean - Admission on or before 20-07-2013.

If the number of applications received is either equal or less than the sanctioned strength, then conduct of entrance test is not mandatory. The option is left to the Heads of the Departments.

In respect of M.Phil Programme, the students strength is increased upto 20, depending on the Teaching Staff Strength and other Academic Facilities available in the Department. Only the permanent staff shall be permitted to guide M.Phil scholars for the dissertation work. A supervisor shall guide a maximum of 5 (Five) students only.

M.Phil. Entrance Examination shall be for 50% marks. The remaining 50% mark is for the qualifying examination of the applicant. In the case of Postgraduate candidates of University of Madras including those from autonomous colleges of this University both Internal and External marks have to be taken into consideration. In the case of Post-graduate candidates from other Universities, the mark secured by them in the External Examination alone have to be taken into consideration.

Valuation of Entrance Examination Papers may be done by the respective department. The entrance marks shall be displayed on the Notice Board.

Working Expenses for Entrance Examination:

The Heads of departments may meet the expenditure viz. cost of stationery, printing of question paper etc. for the conduct of Entrance Examinations from the working expenses of their respective departments. No advance will be paid separately.

ADMISSION PROCESS:

The strength may be increased or decreased in multiples of 10, (maximum 20 only) depending upon the infrastructure of the department such as, space, number of teachers available, laboratory facilities etc. with intimation to the Dean-CBCS Admission.

The Departmental Committee shall recommend students for 100% of the seats in each M.Phil Programme applying the Government Order with regard to communal reservation viz., GT 31%, BC 30% (Muslin 3.5% of 30%), MBC&DNC 20%, SC 18% (For Arunthathiyars, as per GO 112 & 113, dt. 29.04.2009) and ST 1%.

Separate merit list shall be drawn for each category i.e., for General Turn, Backward Classes, Most Backward & De-notified Communities, Scheduled Castes and Scheduled Tribes.

First, the GT category shall be filled up, indicating under the title, SELECTION UNDER GT, marking against such selected candidates FC, BC, etc., against their names. Only thereafter, the BC, MBC&DNC, SC, ST categories of selection list shall be prepared along with a Waiting list of equal number of candidates under each category of GT, BC, MBC & DNC, SC and ST. Even if a BC/MBC & DNC/SC/ST candidate is selected under his/her category respectively, still his/her name shall be kept in the GT Waiting List if according to merit of marks they qualify for such GT Waiting list.

[a] The particulars of candidates finally recommended for selection and those under waiting list may be furnished in the tabular form as given below:

- [1] List of all candidates who have applied for the course clearly furnishing degree and University from which qualified and community.
- [2] List of candidates appeared for the Entrance Test with Absentees
- [3] Overall merit list with break up of marks and total marks
- [4] Selection List under GT, BC, MBC&DNC, SC, ST
- [5] Waiting List under GT, BC, MBC&DNC, SC, ST

[b] All the members of the Departmental Committee shall sign on each page of the list of candidates recommended for selection and also the waiting list.

[c] Two copies of above lists must be sent to the Dean - Academic.

[d] The Heads of the Departments shall display the Selection/ Waiting List in the Department Notice Board.

[e] The Heads of the Departments shall follow this selection process to avoid litigation with regard to admissions.

[f] The Head of the Department and other members of the Departmental Committee shall take full responsibility for the admission of candidates and for filling up of vacancies, if any.

[g] The M.Phil admission may be finalized within 20 days after the announcement of the results of the Post Graduate Degree Programmes of the University of Madras. Irrespective of the starting date of the M.Phil. programme, the duration may be kept as one year. However, the course should be started on 1st August 2013.

Vacancies: If any candidate does not turn up on the last date prescribed for payment of fees, or if the fee is not paid before the prescribed date, his/her selection will stand automatically cancelled without further notice. The vacancies arising due to the selected candidates not joining the course may be filled-up by the Heads of Departments themselves from the approved waiting list in the order of merit in the respective category. If MBC & DNC candidates are not available, such vacancies may be filled with BC, ST, SC and GT candidates in that order. If BC candidates are not available; such vacancies may be filled with MBC & DNC, ST, SC and GT candidates in that order of merit list. The reserved seats for SC/STs at 18% and 1% respectively shall be filled with SC and ST candidates only and not with others; if there is no waiting list for SC/ST candidates, these seats must be kept vacant.

DIFFERENTLY ABLED STUDENTS

Full Fee exemption will be given including Examination Fees for the Differently Abled Students in PG and M.Phil Programmes in the University Departments of Study and Research.

REMITTANCE OF FEES: The fees shall be paid by the students, after obtaining the permission from the Head of the Department concerned. In the case of students withdrawing after admission, the fee will not be refunded by the University under any circumstances. The fees shall be paid by the students in the form of DEMAND DRAFT, duly crossed, obtained from any Scheduled Bank and drawn in favour of the REGISTRAR, UNIVERSITY OF MADRAS. The fees shall be collected in three separate Demand Drafts: [I] exclusively for Caution Deposit [II] Tuition and all other fees [III] Students safety insurance fee put together. NO CASH shall be collected.

UNIVERSITY OF MADRAS

Programme Register Code for the Academic year 2013-2014

School Code	Name of the Branch	Name of the Programme				
		M.Phil	P.G.	PG Diploma	Diploma	Certificate
HIS	M.A. Ancient History and Archaeology	22113001	32113001	42113001	52113001	62113001
HIS	M.A. Historical Studies	22013001	32013001	42013001	52013001	62013001
SSS	M.A. Anthropology	21013001	31013001	41013001	51013001	61013001
SSS	M.A. Criminology & Criminal Justice Admn.	22713001	32713001	42713001	52713001	62713001
SSS	M.Sc. Cyber Forensics & Information Security	22713101	32713101	42713101	52713101	62713101
SSS	M.Ed. – Regular M.Ed. – Self-Supportive	21713001	31713001	41713001	51713001	61713001
SSS	M.A. Lifelong Learning	21813001	31813001	41813001	51813001	61813001
SSS	M.A. Human Resource Management	21813101	31813101	41813101	51813101	61813101
SSS	M.A. Sociology	21613001	31613001	41613001	51613001	61613001
PSI	M.A. Defence and Strategic Studies	22913001	32913001	42913001	52913001	62913001
PSI	M.A. Public Administration	21313001	31313001	41313001	51313001	61313001
PSI	M.A. Political Science	21313101	31313101	41313101	51313101	61313101
PSI	M.A. International Relations	21313201	31313201	41313201	51313201	61313201
PSI	M.A. Public Affairs	23413001	33413001	43413001	53413001	63413001
PSI	M.A. Public Administration (T.M)	--	33413101	43413101	--	--
PSI	M.A. Post Modern Development Admn. (5 Yr. Integrated Course)	--	73413001	--	--	--
PSI	South and South East Asian Studies	23113001	33113001	43113001	53113001	63113001
ECO	M.A. Indian Economics	21413001	31413001	41413001	51413001	61413001
ECO	M.A. Econometrics	21513001	31513001	41513001	51513001	61513001
ECO	M.A. Financial Economics	21513101	31513101	41513101	51513101	61513101
PRT	M.A. Indian Philosophy	23313001	33313001	43313001	53313001	63313001
CIS	M.A. Journalism & Communication	21913001	31913001	41913001	51913001	61913001
CIS	M.J. Online Media (Self-Supportive)	21913101	31913101	41913101	51913101	61913101
PRT	M.A. Saiva Siddhanta Studies	20913001	30913001	40913001	50913001	60913001
PRT	M.A. Saiva Siddhanta & Saiva Agamas	20913101	30913101	40913101	50913101	60913101
PRT	M.A. Vaishnava Studies	29913001	39913001	49913001	59913001	69913001
PRT	M.A. Divyaprabhandham	29913101	39913101	49913101	59913101	69913101
PRT	M.A. Christian Studies	29313001	39313001	49313001	59313001	69313001
PRT	M.A. Christian Scriptures	29313101	39313101	49313101	59313101	69313101
PRT	M.A. Jaina Studies	29213001	39213001	49213001	59213001	69213001
PRT	M.A. Islamic Studies	29513001	39513001	49513001	59513001	69513001

EFL	M.A. English	21113001	31113001	41113001	51113001	61113001
EFL	M.A. French	21213001	31213001	41213001	51213001	61213001
EFL	M.A. French Translation	21213101	31213101	41213101	51213101	61213101
SIL	M.A. Hindi	20313001	30313001	40313001	50313001	60313001
TDL	M.A. .Kannada	20513001	30513001	40513001	50513001	60513001
TDL	M.A. Malayalam	20613001	30613001	40613001	50613001	60613001
TDL	M.A. Tamil Literature and Culture	20113001	30113001	40113001	50113001	60113001
TDL	M.A. Tamil Studies	20213001	30213001	40213001	50213001	60213001
TDL	M.A. Telugu	20413001	30413001	40413001	50413001	60413001
SIL	M.A. .Arabic	20713001	30713001	40713001	50713001	60713001
SIL	M.A. Urdu	20713101	30713101	40713101	50713101	60713101
FPA	M.A. Indian Music	22413001	32413001	42413001	52413001	62413001
FPA	M.A. Bharathanatyam (Self-Supportive)	22413101	32413101	42413101	52413101	62413101
FPA	M.A. Rhythmology	22413201	32413201	42413201	52413201	62413201
FPA	M.A. Folk Music	22413301	32413301	42413301	52413301	62413301
SIL	M.A. Sanskrit	20813001	30813001	40813001	50813001	60813001
SIL	M.A. Applied Sanskrit	20813101	30813101	40813101	50813101	60813101
PSI	M.L. (i) International Law and Organization	22613001	32613001	42613001	52613001	62613001
PSI	M.L. (ii) Constitutional Law and Legal Order	22613101	32613101	42613101	52613101	62613101
BUS	M.Com. International Business & Finance	22213001	32213001	42213001	52213001	62213001
BUS	M.B.A. (Regular & Self-Supportive)	22313001	32313001	42313001	52313001	62313001
CIS	M. Sc. Library and Information Science	26513001	36513001	46513001	56513001	66513001
SSS	M.Sc.HRD Psychology (Regular & Self-Supportive)	22513001	32513001	42513001	52513001	62513001
MSI	M. Sc. Mathematics – (Regular & Self-Supportive)	23513001	33513001	43513001	53513001	63513001
MSI	M. Sc. Statistics	22813001	32813001	42813001	52813001	62813001
MSI	M.Sc Actuarial Science (Self-Supportive)	22814101	32813101	42813101	52813101	62813101
MSI	M.C. A. (Three years)	26813001	36813001	46813001	56813001	66813001
EAS	M. Sc. Applied Geography	23213001	33213401	43213001	53213001	63213001
EAS	M.Tech. Geoinformatics	23213201	33213201	43213201	53213201	63213201
EAS	M. Sc. Geology	23713001	33713001	43713001	53713001	63713001
EAS	M. Sc. Applied Geology	23813001	33813001	43813001	53813001	63813001
CHE	M. Sc. Analytical Chemistry	25013001	35013001	45013001	55013001	65013001
CHE	M. Sc. Inorganic Chemistry	24613001	34613001	44613001	54613001	64613001
CHE	M. Sc. Organic Chemistry	24513001	34513001	44513001	54513001	64513001
CHE	M. Sc. Physical Chemistry	24813001	34813001	44813001	54813001	64813001
CHE	M.Sc. Polymer Chemistry	24913001	34913001	44913001	54913001	64912001
PHY	M. Sc. Biophysics	24113001	34113001	44113001	54113001	64113001
PHY	M. Sc. Physics (Theoretical Physics)	24313001	34313001	44313001	54313001	64313001
PHY	Central Instrumentation & Research Laboratory	23413001	---	---	---	---

PHY	M.Sc. Physics (Nuclear Physics)	24413001	34413001	44413001	54413001	64413001
PHY	M. Sc. Electronics Science	24413101	34413101	44413101	54413101	64413101
LIF	M. Sc. Advanced Biochemistry	24713001	34713001	44713001	54713001	64713001
LIF	M. Sc. Bio-informatics (Self-Supportive)	24713101	34713101	44713101	54713101	64713101
LIF	M. Sc. Biotechnology – (Regular & Self supportive)	28913001	38913001	48913001	58913001	68913001
LIF	M. Sc. Applied Plant Science	25213001	35213001	45213001	55213001	65213001
LIF	M. Sc. Industrial Microbiology	25213101	35213101	45213101	55213101	65213101
LIF	M. Sc. Zoology (Special)	25413001	35413001	45413001	55413001	65413001
BMS	M. Sc. Medical Biochemistry	25613001	35613001	45613001	55613001	65613001
BMS	M. Sc. Biomedical Genetics	26013001	36013001	46013001	56013001	66013001
BMS	M. Sc. Molecular Biology (Self-Supportive)	26013101	36013101	46013101	56013101	66013101
BMS	M. Sc. Medical Microbiology (Three years)	26213001	36213001	46213001	56213001	66213001
BMS	M. Sc. Toxicology	26313001	36313001	46313001	56313001	66313001
BMS	M. Sc. Anatomy (Three years)	25913001	35913001	45913001	55913001	65913001
BMS	M. Sc. Neuroscience (Self-Supportive)	25913101	35913101	45913101	55913101	65913101
BMS	M. Sc. Physiology (Three years)	25713001	35713001	45713001	55713001	65713001
NSP	M. Sc. Photonics and Bio- Photonics	29113001	39113001	49113001	59113001	69113001
NSP	M. Sc. Nanoscience & Nanotechnology	24213001	34213001	44213001	54213001	64213001
CHE	M.Sc. Energy and Materials Science	23913001	33913001	43913001	53913001	63913001
NSP	M.Sc. Yoga	26713001	36713001	46713001	56713001	66713001

Explanation

Department Codes are unique to each department

First Digit of the Numeric Code (Right to left) indicates the Course viz.,

1 – Ph.D. 2 – M.Phil. 3 – PG 4 – PG Diploma 5 – Diploma
6 – Certificate

Digits Two and three denotes the Department Code (01 - 99)

Digits Four and Five denotes Year of Admission as 2013

Digits Six, Seven and Eight denotes the enrolment number of the student as 002

For PG Programmes:

If two programmes are conducted by the same department, 001 to 099 shall be assigned for first instituted programme and 101 to 199 to be assigned for newly instituted programme.

For M.Phil. programmes:

Character Seven and Eight (01 to 50)	- Full Time
(51 to 99)	- Part Time

Note: Register Number shall be assigned based on gender with females followed by males in Alphabetical order.